

Shipping Instructions

For Exhibitors in the
Great American Food Show Philippines 2002

Consolidation Site:

CENTRA FREIGHT SERVICES, INC.

**Contact: Victor Adducie
10326 Aviation Boulevard
Los Angeles, California 90045**

Tel: 310-568-8810

Fax: 310-568-8729

Cell: 310-650-8810

The USDA Trade Show Office cannot be held financially liable for any loss or damage that may be incurred as a result of shipping your product samples to the show.

Consolidation Site:

April 8, 2002

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Forms :

Shipping Invoices

FAA Security Requirement Form

To be sent by fax:

Certificate of Registration

Product Certification

Certain certificates will be required for clearing your product samples through Customs in the Philippines. Please arrange well in advance to have USDA issue the certificates well in advance of shipping the product samples to the consolidation point. The certificates you will need are listed below.

Important: Please place all original inspection certificates and the shipping invoices in a plain envelope. Mark “**Shipping Documents**” on the outside of the envelope and securely attach it with tape to the outside of **BOX #1** of each shipment. (Mark boxes with Great American Food Show Philippines 2002)

Consignee for all Certificates

Inspection certificates require the name and address of the consignee. The consignee for the trade show in the Philippines is:

United States Embassy
1201 Roxas Boulevard
0930 Manila City
Philippines
For: Office of Agricultural Affairs
Tel: (632) 887-1137/53
Fax: (632)887-1268

Meat Products

FSIS Form 9060-5 “Meat and Poultry Export Certificate of Wholesomeness”

All beef, pork and poultry meat and processed meat products must be accompanied by the above certificate. This certificate is issued at the slaughtering or processing plant by the USDA meat inspector.

For detailed information on Philippine import regulations for meat products originating in the United States, please contact:

A staff member of the
USDA/FSIS/Export Coordination
Suite 300, Landmark Center
1299 Farnam Street
Omaha, Nebraska 68102
Tel: (402)-221-7400
Fax: (402)-221-7479

Fresh Fruits and Vegetables

PPQ form 577 USDA Phytosanitary Certificate

All shipment of fresh fruits and vegetables to the Philippines must be accompanied by the above certificate. This certificate is issued upon physical inspection and the determination that the commodity is free from insect pests, plant diseases, and other organisms considered harmful by the receiving country. To arrange for the certificate, please contact your nearest USDA Animal and Plant Health Inspection Service (APHIS) office. For detailed information on Philippine import regulations for fruits and vegetables originating in the United States, please contact:

Ms. Kimberly Nicholas
USDA-APHIS-Region III
4700 River Road, Unit 59
Riverdale, MD 20737
Tel: (301) 734-8645
Fax: (301) 734-5786

Tips for Packing Product Samples

- Please pack chilled, frozen, and dry products separately.
- Pack dry goods tightly to avoid internal damage and minimize freight charges based on volume.
- Pack chilled and frozen goods either in insulated containers with gel-packs or blue ice, or in heavy cardboard boxes with gel-packs. Never pack with wet ice. Pack tightly. Mark your box with the enclosed **“Dry, Chilled, and Frozen”** labels. (Great American Food Show Philippines 2002)
- Ship perishable products in the beginning of the week for next day delivery. Never ship on a Friday because your goods will possibly not be refrigerated over the weekend.
- Do not pack glass and cans together in the same carton as breakage may result. Use adequate insulation and support for large heavy cans when placing them in cartons. Without insulation, the cans may become dented during the shipment.

Printed Material and Demonstration Equipment

You may ship printed materials (product literature, promotional materials, business cards) and/or demonstration equipment in the consolidated shipment, but the weight of the items will count against the 300 pound-per-company weight limit or 100 pound for table space limit. Excess weight will be charged to the exhibitor. Demonstration equipment and machinery may enter free of duty as long as the items are re-exported immediately after the show. Printed materials should be listed on the shipping invoice and should be designated as having **“No Commercial Value.”**

Promotional brochures should include the following statement on the label:

“Goods to be presented as a gift at a U.S. trade show.”

Return Freight

Return shipment of surplus items and/or equipment after the show must be arranged by the exhibitors through commercial channels. Excess food samples may not leave Philippines. The excess food samples will be collected after the trade show and distributed to local charities.

Any exhibitor sending displays or equipment to Philippines that will be returned to the United States after the show should inform Centra Freight Services, Inc. will register the items with U.S. customs, thereby expediting the clearance through customs upon return to the United States. Consolidator will charge a fee for this service.

Ship Only Products of U.S. Origin

All products promoted at the trade show and shipped in the consolidated shipment must consist of at least 50 percent agricultural and/or food ingredients of U.S. origin computed on a value or volume basis. Product labels must indicate the products were either produced or processed in the United States. Non-food items in your product line such as aluminum foil, sandwich bags, diapers, etc. cannot be displayed at the show, if these items are found in your shipment they will be returned to you C.O.D.

Complete the Shipping Invoices

You have been provided with invoices that can be used for your dry, chilled, or frozen shipments. Complete a separate invoice for each shipment of your dry, chilled, and frozen samples. In addition complete a separate invoice for displays and demonstration equipment.

Follow the steps below for each invoice:

1. Personalize the shipping invoice (please see the enclosed sample invoice):
 - Fill in the supplier's name and address. The supplier is the manufacturer of the product.
 - Fill in the exhibitor's name if it is different than the supplier. The exhibitor is the company representing the supplier at the trade show. Indicate a contact person and his/her telephone number.
 - Fill in the trade show booth number.
2. Complete a separate invoice for each shipment of dry, chilled, and frozen samples. In addition, complete a separate invoice for displays and demonstration equipment.
 - Under "CASES" list the box number.
 - Under "PRODUCT DESCRIPTION" list number and description of the items packed in each box.
 - Indicate the net weight of each item in the box.
 - Indicate the gross weight of the total box.
 - Under "UNIT PRICE" indicate the price of each item in the box (i.e. per bottle or can, etc.).
 - Under "EXTENDED PRICE" Indicate a total dollar value for each product in the box.
3. Make two copies of the completed shipping invoices. Send the original shipping invoice and one copy in the envelope marked 'SHIPPING DOCUMENTS' on **BOX NUMBER #1** of each shipment. Keep the remaining copy of each shipping invoice for your records. **(Mark boxes with Great American Food Show Philippines 2002)**

Label the Boxes

Prepare a label for each box. Use the "DRY" shipping labels for dry products, "FROZEN" shipping labels for frozen products, and the "CHILLED" shipping labels for chilled products. On the shipping label indicate the name of the supplier, the exhibitor's company name and contact person who will be at the show, the box number, and the booth number.

(Mark each box with the Great American Food Show Philippines 2002)

Weigh the Boxes

FAS will ship three hundred (300) pounds. of product samples per booth free of charge. All shipments will be weighed upon arrival at **Centra Freight Services**. If you exceed the 300 pound limit, you will be billed for the overage per pound. In addition, you will be responsible for custom clearance charges on the overage amount. The weight of the product upon arrival at **Centra Freight Services** is the weight that will be used for calculating the overages.

Ship the Products to the Consolidation Site

All products must be shipped prepaid. Our freight forwarder will not accept any shipments C.O.D.

You may deliver your products to Consolidator starting March 1, 2002. It is preferable that all shipments are delivered between the hours of 8:30 am and 7:00 PM. Late/early delivery can be coordinated with Centra Freight Services as the receiving docks are open 24 hours a day, seven days a week.

Please note: all dry, chilled and frozen products must arrive at the consolidation point not later than **April 8, 2002**. **For ice cream shipment, an appointment is necessary, please notify Victor Adducie, General Manager of Centra.**

NOTE: We often experience split delivery of shipments with United Parcel Service (UPS) ground transportation services to Los Angeles. If you choose to use UPS, we encourage you to request their "ground tracking service" which enables you to track your boxes.

SHIP SAMPLES TO:

**Contact: Victor Adducie
10326 Aviation Boulevard
Los Angeles, California 90045
Tel: 310-568-8810
Fax: 310-568-8726**

Checklist for Philippines Product Shipment

- _____ 1. Type all shipping documents.
- _____ 2. Obtain necessary inspection certificates for meat and fresh fruits and vegetable products.
- _____ 3. Pack dry, chilled, and frozen products separately.
- _____ 4. Place a dry, chilled, and frozen shipping label on each box with Centra Freight Services, Inc's name and address clearly visible.
- _____ 5. Insulate frozen and chilled products for protection during numerous loadings and unloads.
- _____ 6. Mark all boxes Great American Food Show Philippines.
- _____ 7. Complete a separate shipper's invoice for dry, chilled, frozen, and equipment.
- _____ 8. Complete all items and columns on each shipper's invoice.
- _____ 9. Clearly mark the name of the exhibitor and booth number on each shipping invoice.
- _____ 10. Ship only products of U.S. origin.
- _____ 11. Ship only food, beverages, and promotional literature.
- _____ 12. Do not ship products deemed hazardous by IATA (i.e. aerosol cans).
- _____ 13. Place the original inspection certificates and an extra copy of each shipping invoice in a large envelope and attach it to the outside of Box #1 marked **"SHIPPING DOCUMENTS"**.
- _____ 14. Place the shipping invoice for each box in the plastic pouch so that Centra Freight Services name and address appears.
- _____ 15. Send product samples to **Centra Freight Services, Inc.** for arrival by **April 8, 2002.**